



<https://jobs.eagmark.net/job/managing-director/>

Description

AIR is currently seeking Managing Director to join our [International Development Division](#) (IDD). AIR's IDD strives to improve the quality of life in developing countries by using rigorous research and evaluation to enhance education and social development. We work across a wide range of topics including workforce development, agriculture/food/nutrition, early childhood development, education, refugees and migration, social protection, water/sanitation/infrastructure, and women's empowerment in Africa, Asia, the Caribbean, Europe, Central and Latin America as well as the Middle East. The IDD generates policy-relevant evidence through rigorous monitoring, evaluations, and research; helps improve program design through continuous learning and adaptation; and works with local organizations and governments to build sustainable solutions based on evidence.

AIR is looking for an inspired leader for the AIR International office in Kenya to continue expanding our networks and work funded by agencies throughout East Africa. The Managing Director will report to the Vice President for IDD. The position is based in Kenya. Kenyan citizens are encouraged to apply.

About AIR:

Established in 1946, with headquarters in Arlington, Virginia, AIR is a nonpartisan, not-for-profit institution that conducts behavioral and social science research and delivers technical assistance to solve some of the most urgent challenges in the U.S. and around the world. We advance evidence in the areas of education, health, the workforce, human services, and international development to create a better, more equitable world.

AIR's commitment to diversity goes beyond legal compliance to its full integration in our strategy, operations, and work environment. At AIR, we define diversity broadly, considering everyone's unique life and community experiences. We believe that embracing diverse perspectives, abilities/disabilities, racial/ethnic and cultural backgrounds, styles, ages, genders, gender identities and expressions, education backgrounds, and life stories drives innovation and employee engagement. Learn more about AIR's Diversity, Equity, and Inclusion Strategy and hear from our staff by [clicking here](#).

Responsibilities

The responsibilities for the position include:

The Managing Director of AIR International Kenya will serve as the face of AIR in the region, representing the organization at meetings with potential funders and policymakers to learn about funding opportunities, publicize AIR's capabilities, and to enhance AIR's visibility throughout the region.

The Managing Director will be AIR's point of contact for office management and business development in Kenya. This person will work with senior AIR leaders to envision future business opportunities, gather reconnaissance data to provide information about social, demographic, economic and funding trends.

He/she will leverage and supplement current systems focused on identification of

Managing Director

Hiring organization

American Institutes for Research (AIR)

Employment Type

Full-time

Industry

Agriculture

Job Location

Nairobi, Kenya

new business opportunities. Specific Responsibilities:

- Establishing and maintaining relationships with potential partners in East Africa
- Identifying and winning new projects
- Providing substantive and intellectual leadership on proposals
- Discussing research and evaluation approaches for different studies, and evidence-based decision making with donor agencies and governments
- Providing leadership and oversight of the AIR International Kenya office
- Manage the administration of the Nairobi office to ensure compliance and operational efficiency in collaboration with HQ Finance and HR
- Consult with HR on recruitment needs for the Kenya office, review, and sign employee agreements
- Promote and maintain staff welfare in collaboration with Senior Management and HR at HQ and the Operations Team
- Review and approve cash projections for the Kenya office
- Liaise with Operations Manager on legal matters
- Eventually expected to provide program management and technical support to US Government and other international donor-funded projects which might include budget oversight, management of subcontractors, compliance of field projects with donor requirements, mentoring and training of staff and monitoring performance

Qualifications

Education, Knowledge, and Experience:

- Master's degree in a discipline related to international development or business management
- Content knowledge in at least one or more of the following areas:
 - Education, global health
 - Food and nutrition studies
 - Agriculture
 - Training and vocational education
 - Labor studies, and/or monitoring
 - Evaluation and learning
- At least 10 years related experience in business development and project management for internationally funded programs
- Established connections with international donors such as the UN, UNICEF, USAID, World Bank, and other implementers
- Demonstrated experience leading and mentoring junior staff and conducting internal training related to issues such as proposal development, project start-up, planning, deliverables, reporting, and close-out

Skills:

- This position requires educational achievement; excellent writing skills
- Excellent organizational skills, including attention to detail, ability to prioritize and multi-task, and ability to work under and adhere to tight deadlines
- Excellent cross-cultural and interpersonal communication skills; ability to translate complex technical language and ideas into a form easily comprehensible to non-technical audiences
- Proven ability to work independently and as part of a team; must be a team player and demonstrate a sense of responsibility and sensitivity in dealing with diverse audiences
- Demonstrable initiative, creativity, and flexibility; ability to work independently and effectively in groups

Disclosures

All qualified applicants will receive consideration for employment without discrimination on the basis of age, race, color, religion, sex, gender, gender identity/expression, sexual orientation, national origin, protected veteran status, or disability.

AIR adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks.

Please note, each section of the application is required in order for you to be considered for this opportunity. If you do not complete the required screening questions, or if you close your browser before completing each section of the application, your application will not be submitted for this position.

American Institutes for Research is an equal employment opportunity/affirmative action employer committed to excellence through diversity. Minorities, women, individuals with disabilities and veterans are encouraged to apply.

American Institutes for Research's commitment to Diversity goes beyond legal compliance to its full integration in our strategy, operations and work environment. Diversity is valued and Inclusion is reflected in all efforts to recruit, develop, and engage the diverse staff needed to accomplish our mission.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to Taliba Boone at tboone@air.org or call 202.403.5000.

APPLY NOW